



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 26, 2020

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Joy Casperson, John Atkinson, Scott Beard, Donna Maly, Muriel Harper, John Wenum, Dave Singer, Charlie Krupa, and Ross Curry

Absent: Sandy Wormet, Bob McClyman, Stephanie Kong, and John Earl

Unexcused Absence: None

Staff Present: Wendy Schneider and Lisa Williams

Guests Present: None

Opening

1. Charlie Krupa called the meeting to order. After the Pledge of Allegiance, Charlie asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. Roll call was taken with 10 members present.

Motion was made by Ross Curry to adopt the February 26, 2020 meeting agenda. Seconded by Scott Beard. Passed unanimously.

MOTION CARRIED.

Charlie welcome staff Wendy Schneider and Lisa Williams.

Motion was made by John Wenum to adopt the December 11, 2019 meeting minutes. Seconded by Dave Repinski. Passed unanimously.

MOTION CARRIED.

2. **President's Comments**

None

3. **Executive Director's Report**

Fred mentioned that John Earl and Donna Lynch are both out with illnesses; board members wished them a speedy recovery. He expressed gratitude to the board for their attendance. We will send out information

on dues paid by all Wisconsin Community Action Agencies. Due to weather conditions, we did not have an EPF&A Committee meeting in February. The Charlie Krupa School View Senior Village Grand Opening will take place on April 3rd at the Necedah Library with the EPF&A Committee meeting taking place immediately beforehand. Most all of the Charlie Krupa project apartments are currently filled. A new telephone system has been installed at the Wisconsin Dells office; total cost was approximately \$13,000. An Apple watch has been purchased for Donna so she has the ability to relay any important communications 24/7. The Men's Shelter in Beaver Dam closed at the end of December. We will be inspecting a house owned by St. Katherine Drexel Parish with a sale price of \$60,000 which could be purchased and used as a Men's Shelter; information will be relayed to the board as it becomes available. Fred gave a brief description of HUD 811 funding used to construct Kenwood; this funding is for housing for low income and those with disabilities. Another source of funding, HUD 202 for constructing housing for seniors has recently become available. We are considering constructing a HUD 202 project on Dells Lot #2 and will keep the board updated. We will mail out information regarding reauthorization of the Community Services Block Grant. Congressman Glenn Grothman would like to make another Community Action Agency visit.

Motion was made by John Wenum to accept the February 26, 2020 Executive Director's Report with thanks to Fred. Seconded by Dave Singer. Passed unanimously. **MOTION CARRIED.**

4. **Budget & Finance Report**

No Report

5. **Committee Reports**

a. **PBP Committee**

Charlie Krupa asked board members to review the PBP Committee report of January 8, 2020. Charlie Krupa called the meeting to order. Roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the November 8, 2019 PBP Committee meeting minutes (with the revision of adding Scott Beard to those present). Ed presented the Buildings Maintenance & Repairs Report with detailed information about each of our buildings. Ed mentioned that Chris Utley nominated Susan Halbach for the Lifetime Achievement Award; it was accepted and will be awarded at the Home Energy Plus Conference in Elkhart Lake on February 12th. Ed presented the Property Managers Report with four apartment vacancies and 95% building occupancy. The Grand Opening for the Charlie Krupa Project is scheduled for Friday, April 3rd. Wendy updated the committee on recent competitive grant awards received and reported they are interviewing for

part-time help for Letty. The Beaver Dam Men's Shelter closed at the end of December; Saint Vincent's and United Way are helping with motel vouchers as New Beginnings continues to search for a new location. The Baraboo Homeless Shelter committee has found a building to rent which needs renovations. Fred reported we are unsure of their need for us to donate staff time or act as Fiscal Agent. Bill Gomoll plans to attend the March committee meeting and present plans for future building projects in the Village of Necedah. Fred will be presenting to a Workforce Housing Group in Madison on February 5th. John Wenum reported that the ADRC Community Building Project is on hold for now as they review the grant process. We are nearly ready to submit our State Home Grant Application for our next building project in the City of Mauston. Wendy reported that the Point-In-Time Count is coming up on January 22nd from 11:00 pm to 6:00 am. If you know of any homeless persons in your area, please let her know. The meeting was adjourned. The next meeting will be held on Friday, March 13, 2020.

PBP Committee Approval: Motion was made by Ross Curry to accept the PBP Committee Report of January 8, 2020. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

Full Board Approval: Motion was made by Donna Maly to accept the PBP Committee Report of January 8, 2020. Seconded by Scott Beard. Passed unanimously. **MOTION CARRIED.**

b. **EPF&A Committee**

Charlie Krupa asked board members to review the EPF&A Committee report of January 8, 2020. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda (with the change under number 5 of (Closed Session Recommended) and minutes of the December 6, 2019 Executive, Personnel, Finance, & Audit Committee Report. The committee went into Closed Session by unanimous roll call vote. The committee resumed in Open Session by unanimous show of hands. Kari presented the Finance Report. The balance of Cash Accounts as of December 31, 2019 reflected \$1,490,018. She also presented the 2020 Projected Corporate Unrestricted Budget cash flow analysis for all of our buildings which reflected total cash flow in the amount of \$50,163. Fred presented information on an application we submitted to process vendor payments at USDA Farmers Markets. We await the status and more information on how the program works and what our agency involvement would be. Motion passed by unanimous vote to keep this on the agenda as an on-going discussion item until a decision is made. Committee members briefly discussed their New Years' resolutions. Motion was made by Charlie Krupa to approve the resolution which reads, "***WHEREAS:*** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and ***WHEREAS:*** Duties and responsibilities regarding Guardianships, Conservatorships,

Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and ***WHEREAS:*** Program staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Jaime Olson, Mary Kate Thurow, Judith Kaye, Elaine Johnson, and David Singer; ***Now there for let it be resolved:*** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and the authority of the individuals named above is in full force and effect." Seconded by Donna Maly. Passed with four yes votes and one abstain. Fred recognized Dinah Short for the great job she has done with the Adams Food Pantry including donations received. He will be inviting representatives from Brakebush in Westfield to a future board meeting to recognize them for their generous quarterly donations. The meeting was adjourned. The next meeting will be held on Friday, February 14, 2020.

Motion was made by Donna Maly to accept the EPF&A Committee Report of January 8, 2020. Seconded by Muriel Harper. Passed unanimously. **MOTION CARRIED.**

6. **Program Reports**

- a. **Weatherization**
- b. **Homeless**
- c. **Hunger Reduction**

Chris Utley was unable to attend the meeting. His unit report stated that a recent State quality assurance monitoring visit went well with no issues to be addressed. State staff will be onsite soon inspecting completed Weatherization jobs and emergency furnace replacements. Several staff attended the Home Energy Plus Conference in Elkhart Lake where Susan Halbach was awarded the Lifetime Achievement Award for her work in Weatherization; her children were present to accept the award on her behalf. The State has implemented a new document upload requirement that has resulted in additional staff time being spent on collecting, scanning, and uploading documents. The State will be holding a public hearing relating to the Division of Energy plan at our office on March 17th. Production is on track with our contract plan. In December and January, 47 freezers/refrigerators, 19 furnaces, and 34 water heaters were installed. Through January 31st, 174 audits were completed and 145 households were served.

Wendy Schneider reported on the Homeless Unit. We received an extension of time for CSBG Reporting. Wendy mentioned her great team and that all staff are working hard. New for 2020 included: Adams: Applying for two year cycle of United Way funding for Crisis Rental

Assistance/Food Pantry and WHEDA grant to install security cameras at Kirk-Wood; Columbia: Associated Bank grant to develop a Youth Financial Workshop; Dodge: Started our Dodge County Rapid Re-Housing Program, hired a full-time staff to assist Letty, will receive from United Way funding (\$15,000 for New Beginnings, \$13,750 for crisis assistance, and \$5,250 for the food pantry), applied for additional \$5,000 to assist with motel vouchers as we look for a Men's Shelter, applied for Beaver Dam Community Foundation Grant, expansion of Youth Specialist Program, and Case Manager Grant to shelter clients; Juneau: WHEDA grant to install security cameras at Holly Heights, and Intern, Ashley, working with Deb and Bonnie; Sauk County: Case Manager Grant to shelter clients, and Homeless Shelter. Other various grants have been received. The Homeless Unit report reflected 769 individuals served and a cost of services at \$252,040.37 from January through December 2019. The Project Chance Rapid Rehousing Program reflected 72 individuals served and \$92,060.30 spent in leasing dollars. The New Beginnings Family Shelter had a total of 932 shelter nights (11,505 nights since October 2007 opening) and New Beginnings Men's Shelter had a total of 727 shelter nights (4,454 nights since October 2014 opening). A total of \$65,142.35 was spent on rents and security deposits for the Sauk County Rapid Re-housing program. The Tenant Based Rental Assistance Program assisted 13 individuals with \$10,640.99 leasing dollars spent. Funds expended for the National Exchange Bank Grant were at \$45,507.22.

Lisa Williams presented the Section 8/Hunger Reduction Unit. With so much food coming into the pantries, they are asking Food Pantry Coordinators to retrain volunteers to pass out more food to clients each visit. Recently a grant was established by a couple who is donating \$8,500 per quarter to be divided between each of our 17 TEFAP outlets. State audits of our TEFAP outlets will be coming up in April. We currently have 602 Section 8 vouchers providing 1,402 individuals with rental assistance, 3 voucher holders that have ported in, and 40 Veterans VASH vouchers. The monthly payables come to \$224,846.00; an average of \$373.50 per unit cost.

Motion was made by Ross Curry to accept the Weatherization, Homeless, and Section 8/Hunger Reduction reports of February 26, 2020. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

7. **Unfinished Business**

Motion was made by Donna Maly to approve the motion which reads, "***WHEREAS:*** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and ***WHEREAS:*** Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and ***WHEREAS:*** Program

staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Jaime Olson, Mary Kate Thurow, Judith Kaye, and Elaine Johnson; *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and this corporate resolution is a true and correct copy and is in full force and effect." Seconded by Scott Beard. Passed unanimously. **MOTION CARRIED.**

8. **New Business**

Fred mentioned that we will be relocating our Youth Resource Specialist staff member to the Beaver Dam office as most of her activity is in that area. The Executive Director of the South Central Workforce Development Board mentioned to Fred that they have some funding available and asked if we would like to expand the program. We are hopeful to get the additional funding to hire one more full-time staff member designating the store front in Beaver Dam specifically for the young adult program. The program mainly serves clients in Dodge, Marquette, Columbia, and Sauk Counties.

9. **Next Meeting**

Wednesday, April 22, 2020 @ 10:00 a.m.

10. **Adjourn**

Charlie Krupa declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

February 27, 2020

Date